

**ATTACHMENT J-1**  
**RFP: ST-1330-16-RP-0014**  
**NOAA LINE AND STAFF OFFICES MISSION STATEMENTS**

NOAA is structured with six (6) Line Offices and fourteen (14) Staff Offices. The offices to be supported by the ProTech contracts are listed below:

**LINE OFFICES:**

**1. National Marine Fisheries Service (NMFS)**

The NMFS is responsible for the stewardship of the nation's ocean resources and their habitat. The NMFS provides vital services for the nation such as productive and sustainable fisheries, safe sources of seafood, the recovery and conservation of protected resources, and healthy ecosystems—all backed by sound science and an ecosystem-based approach to management.

**2. National Ocean Service (NOS)**

The NOS provides world-class science and services in support of resilient and healthy coastal communities, economies, and ecosystems. The NOS supports and informs improved decision-making and end-to-end coastal preparedness, response, recovery, and resiliency.

**3. National Environmental, Satellite, Data & Information Service (NESDIS)**

The NESDIS is dedicated to providing timely access to global environmental data from satellites and other sources to promote, protect and enhance the Nation's economy, security, environment and quality of life.

**4. Office of Ocean & Atmospheric Research (OAR)**

The OAR provides the research foundation for understanding the complex systems that support our planet. The OAR enables better forecasts, earlier warnings for natural disasters, and a greater understanding of the Earth. OAR's role is to provide unbiased science to better manage the environment, both nationally and globally.

**5. National Weather Service (NWS)**

The NWS provides weather, water, and climate data, as well as forecasts and warnings for the protection of life and property and for the enhancement of the national economy.

**6. Office of Marine and Aviation Operations (OMAO)**

NOAA maintains a fleet of ships and aircraft that play a critical role in the collection of oceanographic, atmospheric, hydrographic, and fisheries data. The OMAO operates and manages the NOAA fleet. The OMAO also manages the NOAA Diving Program and NOAA Small Boat Program.

## **STAFF OFFICES:**

### **1. Chief Administrative Office (CAO)**

The CAO provides comprehensive technical and programmatic guidance, and staff support to the Office of the Under Secretary in the areas of: facilities management, project planning and management; internal controls; Freedom of Information Act compliance; competitive sourcing; OIG/GAO liaison; safety and environmental compliance; and other administrative support services. This Office oversees policy, management and operational direction for four NOAA-defined geographic regions within the United States and its territories as well as NOAA-wide guidance and direction for the Directives and Records Management programs. The CAO also administers the NOAA-wide Civil Rights and Equal Employment Opportunity programs.

### **2. Office of the Chief Financial Officer (OCFO)**

The OCFO serves as the principal financial manager for NOAA including managing both appropriated resources approaching \$4 billion and capital assets valued at more than \$5 billion. The OCFO has the responsibility under the CFO Act to provide the leadership necessary for NOAA to obtain a qualified opinion on the yearly audit of its consolidated financial statements. In addition, NOAA's Budget and Finance offices report to the OCFO for guidance and leadership..

### **4. Office of Chief Information Officer (OCIO)**

The OCIO and High Performance Computing and Communications (OCIO/HPCC) offices are responsible for all NOAA information and information technology (IT) resources. The OCIO provides mission-essential enterprise-wide IT services such as email and calendar maintenance, web hosting, administrative computing, networking, security monitoring, and ensuring that security incident responses are investigated and resolved. HPCC ensures cost-effective, enterprise-wide supercomputing support to NOAA's research and forecasting missions.

### **5. Office of Communications & External Affairs (OCEA)**

The OCEA manages media relations, stakeholder relations and social media engagement for NOAA Headquarters.

**6. Office of Decision Coordination & Executive Secretariat (DCES) and the Program Coordination Office (PCO)**

DCES and PCO are offices within the Office of the Chief of Staff (OCoS). These offices provide a wide range of management support to the Under Secretary's staff of professionals and secretarial employees. These offices oversee the assignment of staff functions, and the hiring, training, promotions, awards, disciplinary actions, leave, and the broad technical evaluation and review of employees' work. These offices also ensure that an active effort is made to promote equal opportunity for employees, within and outside the organization, through program outreach efforts.

**7. Office of Education (OE)**

The OE provides advice and counsel to the Under Secretary of Commerce for Oceans and Atmosphere in matters pertaining to education. This Office, in conjunction with the Education Council, coordinates educational activities across NOAA and develops NOAA's Education Strategic Plan and education-related policies. The OE implements and manages scholarship programs aimed at fostering America's global competitiveness in science by providing quality educational opportunities for the next generation. The OE also offers competitive grant programs at the national and regional levels by promoting environmental literacy efforts through collaboration with external partners.

**8. Office of the Federal Coordinator for Meteorology (OFCM)**

The OFCM ensures the effective use of Federal meteorological resources by leading the systematic coordination of operational weather requirements and services, and supporting the coordination of research activities among Federal agencies.

**9. Office of General Counsel (OGC)**

The OGC advances the mission and objectives of NOAA by delivering legal services of the highest quality. OGC is committed to providing sound judgment, thoughtful analysis, and constructive advice through effective communication. In an environment fostering innovation and professional development, OGC applies the rule of law with integrity, respect for people, and commitment to excellence and the public trust.

**10. Office of International Affairs (OIA)**

The OIA advises the Under Secretary/Administrator on international policy issues. This Office is responsible for planning and coordinating NOAA's international programs, and carrying out special interest tasks related to international activities. OIA also establishes policies, guidelines, and procedures for NOAA's international programs.

### **11. Office of Legislative & Intergovernmental Affairs (OLIA)**

The OLIA serves as the liaison between NOAA and the Congress. The OLIA is comprised of teams who represent various NOAA interests. OLIA's atmospheric, oceans and fisheries teams represent NOAA's Line Offices by providing input to NOAA leadership for Congressional hearings and testimonies applicable to NOAA. The Intergovernmental Affairs team engages in local, state and community outreach. The Tribal Relations team is responsible for consultation, communication and outreach with respect to tribal affairs. The Legislative Affairs Team manages NOAA's Membership Outreach Database, grants and special legislative projects.

### **12. Office of Program Planning and Integration (OPPI)**

The OPPI addresses the need to foster integration and strategic management among NOAA Line Offices, Staff Offices, and councils. The OPPI supports and encourages activities that promote opportunities for the active participation of employees, stakeholders, and partners in program planning, builds decision support systems based on the goals and outcomes set in NOAA's strategic plan, and guides managers and employees on program and performance management, the National Environmental Policy Act, and socioeconomic analyses.

### **13. Workforce Management Office (WFMO)**

The WFMO provides policies, programs, and processes that facilitate the recruitment, hiring, development, and retention of a diverse, highly skilled, motivated, and effective workforce capable of accomplishing the Agency's mission.